



Patrick W. Henning, Director

September 14, 2009

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Arnold Schwarzenegger
Governor

Ms. Teresa Zimny, Program Manager II
Napa Valley Workforce Investment Board
650 Imperial Way, Suite 101
Napa, CA 94559

Dear Ms. Zimny:

WORKFORCE INVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2008-09

This is to inform you of the results of our review for Program Year (PY) 2008-09 of the Napa Valley Workforce Investment Board's (NVWIB) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Ms. Cindy Parsell from August 10, 2009 through August 13, 2009. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, cost/resource sharing, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients, and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by NVWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2008-09.

We collected the information for this report through interviews with representatives of NVWIB, a review of applicable policies and procedures, and a review of documentation retained by NVWIB for a sample of expenditures and procurements for PY 2008-09.

BACKGROUND

The NVWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2008-09, NVWIB was allocated: \$138,005 to serve 62 adult participants; \$140,915 to serve 40 youth participants; and \$265,698 to serve 70 dislocated worker participants.

For the quarter ending June 30, 2009, NVWIB reported the following expenditures and enrollments for its WIA programs: \$138,005 to serve 68 adult participants; \$140,915 to serve 26 youth participants; and \$259,686 to serve 66 dislocated worker participants.

FISCAL REVIEW RESULTS

We conclude that, overall, NVWIB is meeting applicable WIA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that, overall, NVWIB is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included in our review. It is NVWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain NVWIB's responsibility.

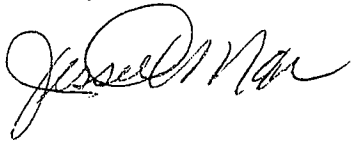
Ms. Teresa Zimny

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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please call (916) 654-1292.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jessie Mar".

JESSIE MAR, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Terri Austin, MIC 50
Jose Luis Marquez, MIC 50
Dathan O. Moore, MIC 50
Daniel Patterson, MIC 45